

Thank you for your interest in applying to the University of Winnipeg Collegiate. We've compiled this document to help guide you through the steps to electronically submit an application.

#### Step 1: Complete an application form

- [Visit our website to download the application form](#)
- The application form can be filled in electronically when it is opened in [Adobe Acrobat Reader](#). Once completed, please save the file as a PDF
- If you are unable to fill in the application form electronically, please print the application form and fill it in manually. Once filled in, please scan the form and save the file as a PDF.
- If you are unable to access a scanner, please use a camera to capture the application form. Please make sure that photo captures are clear and that all text is legible. Files must be saved as PDF, JPEG, or PNG file formats.
- Please include the applicant's first and last names in the saved file name(s).
- Completed application forms can be sent by email to [collegiate@uwinnipeg.ca](mailto:collegiate@uwinnipeg.ca)

#### Step 2: Obtain a copy of your latest Report Card

- If you already possess a copy and have access to a scanner, please scan the report card as a PDF.
- If you already possess a copy and do not have access to a scanner, please use a camera to capture the report card. Please make sure that photo captures are clear and that all text is legible. Files must be saved as PDF, JPEG, or PNG file formats.
- Please include the applicant's first and last names in the saved file name(s).
- Report Card files can be sent by email to [collegiate@uwinnipeg.ca](mailto:collegiate@uwinnipeg.ca)
- If you do not possess a copy of your latest Report Card, please contact your current (or last attended) school and have them send your report card by email to [collegiate@uwinnipeg.ca](mailto:collegiate@uwinnipeg.ca) or by fax to 204-775-1942. Please make sure that schools are clearly indicate the applicant's name when sending documents directly to us.

#### Step 3: Obtain a Letter of Reference

- If you already possess a Letter of Reference and have access to a scanner, please scan the Letter of Reference as a PDF.
- If you already possess a Letter of Reference and do not have access to a scanner, you can attempt to use a camera to capture the Letter of Reference. Please make sure that photo captures are clear and that all text is legible. Files must be saved as PDF, JPEG, or PNG file formats.
- Please include the applicant's first and last names in the saved file name(s).
- Letter of Reference files can be sent by email to [collegiate@uwinnipeg.ca](mailto:collegiate@uwinnipeg.ca)
- If you do not possess a Letter of Reference, please contact a teacher or administrator at the school the applicant is currently attending and kindly request that they provide a Letter of Reference for the applicant. If a Letter of Reference cannot be obtained from a teacher or administrator from the school currently being attended, please seek out a

Letter of Reference from someone who can speak on the character of the applicant and how they perform in a learning environment. Some examples could be former teachers, coaches, music instructors, etc. Letters of Reference can be sent from the writer directly to our school by email to [collegiate@uwinnipeg.ca](mailto:collegiate@uwinnipeg.ca) or by fax to 204-775-1942. Please make sure that the applicant's name is indicated clearly when sending documents directly to us.

#### Step 4: Pay the Application Fee

- The application fee for 2020-21 is \$100
- To pay an application fee online, you must have online banking set-up with your financial institution.
- Upon our receipt of the application, we will issue the applicant a student number.
- This student number will be sent by email to the applicant (at the email address provided on the application form)
- Once the student number has been obtained, please log on to your online banking account.
- Set up a Bill Payment. The payee to select is THE UNIVERSITY OF WINNIPEG (TUITION).
- When you are asked for an account number, please enter the applicant's seven digit student number.
- Application Fees paid through online banking take 2-3 business days to process.

#### Step 5: One on One with a Dean

- One on One discussions with a Dean can be done through Videoconferencing or Teleconferencing.
- A one-hour appointment will be scheduled at a time convenient for the applicant.
- Videoconferencing options include [Skype](#) or [Zoom](#).

Please note: Successful applicants will receive notice by mail. We will contact any unsuccessful applicants by phone.